

**OFFSET EQUIPMENT OPERATOR***Class Definition*

Under supervision, operates offset presses and related reprographic equipment in the City's central reproduction service.

*Distinguishing Characteristics*

Offset Equipment Operator is the journey level class in the Offset Equipment Operator series. Incumbents operate offset presses and other printing equipment in the Central Printing Section of the General Services Department. This class is distinguished from Senior Offset Equipment Operator in that the incumbent of the latter is assigned lead responsibility over other employees in the section. It is distinguished from Central Printing Technician in that the incumbent of the latter operates high speed commercial quality copiers, mail distribution equipment, and may perform the more routine tasks on offset presses and related equipment.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Operates offset presses in reproducing forms, budgets, reports, pamphlets, and a variety of other printed materials.

Operates and maintains power drill, folder, power cutter, fully automated collator, camera and photo direct equipment.

Prepares photographic negatives for offset press plate making by opaqueing and stripping; burns and develops metal and acetate plates; operates a camera to enlarge or reduce sizes of forms.

Cleans, maintains, and makes minor repairs and adjustments to presses and related equipment.

Binds forms, reports, and similar items by use of appropriate processes.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the operation and basic maintenance requirements of offset presses and related equipment.

Knowledge of the papers, inks and other supplies used in reproducing, especially the weights, types, and uses of papers.

Knowledge of a variety of uses for offset press machinery and related equipment and of the various types of material and processes appropriate to them.

Ability to make arithmetic calculations rapidly and accurately.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with those contacted in the performance of duties.

Skill in the operation and care of offset presses and related equipment.

*Minimum Qualifications*

Two years of experience in the operation of offset presses or other printing equipment. Completion of an approved training program in offset printing may be substituted for one year of experience.

*Necessary Special Requirement*

May require possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Human Resources

DATE: \_\_\_\_\_